

## ***Exposure Records***

Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and work-sheets, need only be retained for one year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained are retained for at least 30 years.

Material safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years.

Biological monitoring results designated as exposure records by specific occupational safety and health standards must be preserved and maintained as required by the specific standard.

Analyses using exposure or medical records must be preserved and maintained for at least 30 years.

## ***Training Records***

Some standards require training records to be maintained for three years and some do not require training records. Records of employees who have worked for less than one year need not be retained after employment, but we are required to provide these records to the employee upon termination of employment. Our policy is to maintain training records for *(insert time frame)*.